

BROADWAY PARISH COUNCIL

GRANTS AND DONATIONS POLICY

1. Introduction

The Council occasionally receives requests for grants and donations from a variety of organisations and the aim of this Policy is to encourage and support activities and projects which will benefit the Parish of Broadway.

A grant is awarded for a particular defined purpose. A donation is awarded for general purposes. Both are awarded for local Parish activities only.

The Parish Council will award grants or donations, at its discretion, to community organisations and activities which contribute to the life and wellbeing of some or all residents within the parish. This could be:

- Providing a service
- Enhancing the quality of life
- Improving recreation and/or sports
- Improving the environment

Any grants are funded directly from the Parish Precept.

The Parish Council receives no other significant monies from any source (with the exception of grant monies which may be received for specific projects and are ring fenced for that purpose).

4. Policy

1. Any grant made by the Parish Council must directly benefit the Parish of Broadway and its Parishioners. The Parish Council cannot make donations to individuals unless the Community directly benefit. (Thus the Parish Council cannot, for example, make a grant to a disaster appeal unless the disaster in some way affected the Parish or a substantial number of Parishioners.)
2. Each year the Parish Council will agree a budget for the coming financial year for grant awards as part of its annual budget setting process.
3. Organisations making a grant request should be a non-profit making voluntary organisation where membership is open (i.e. no discrimination of membership on grounds of sex, race, religion etc.)
4. Applicants must be able to demonstrate that there is a need for the activity or project to be funded.
5. Grants and Donations will not be awarded to fund the following:
 1. Political activities.
 2. Religious organisations unless a clear benefit, irrespective of religious beliefs, can be demonstrated.
 3. National organisations except where funding can be proven to substantially benefit residents of the parish.
 4. Purposes where there is a statutory duty upon other local or central government departments to fund or provide.
 5. Events or activities which can be funded by the relevant participants or which can or will be self-supporting by means of donations or grants from other organisations etc.
 6. Retrospective applications.

6. The Parish Council will endeavour to provide assistance and support where appropriate to groups and organisations in the Parish wishing to access grants.

5. Application and Award Process

1. Applicants must complete the Council's application form. Please request from the Clerk.
2. The grant available is limited to a maximum of £250 per application.
3. Only one grant will be given to any group or organisation, or for any particular purpose, in any financial year (1st April to 31st March).
4. If the Council considers that there are exceptional circumstances then it can decide to exceed the limits in items 2 and 3 above.
5. Applicants must supply the financial and constitutional information as set out in the application form in order for the request to be considered.
6. Where additional information is considered necessary to fully consider an application, the applicants will be invited to meet with full council to further discuss the application prior to a decision being made.
7. Applications which meet the criteria will be considered at the next Council meeting.
8. Where a Member of the Council is a member of a group/organisation applying for funding, that Member must declare, in accordance with its Code of Conduct, an interest in the matter and refrain from voting. Advice may be sought from the Monitoring Officer.
9. Applicants will be notified in writing of the outcome of funding decisions.
10. The Council's decision on any application is final and there is no right of appeal.
11. The Council reserves the right to decline any application without giving reasons for its decision.
12. The Council will not commit to any continuing expenditure.

6. Conditions

1. The Parish Council will assess applications with particular reference to the number of Parishioners likely to benefit, or whether any particular category of Parishioners would receive specific benefit. Where a request for a grant/donation is agreed, the Council shall determine the amount, using the figure stated by the applicant as a guide only.
2. The grant or donations shall be used only for the stated purpose otherwise the monies shall be returned to the Council, except where the Council's prior written consent has been given for the funds to be used for another purpose.
3. The Council may request that applicants provide written feedback explaining how the grant/donation has benefited their group/organisation. If feedback is required, this will be communicated in the decision letter.
4. The Council reserves the right to request repayment of any grant/donation where an applicant does not comply with these conditions.